

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WtWB03-8

Date: June 25, 2003

Expiration Date: 12/31/03

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TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: CLOSEOUT REQUIREMENTS FOR SUBGRANTS ENDING ON OR BEFORE JUNE 30, 2003

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) closeout instructions and due dates for the submission of closeout documentation for WtW funds.

On June 30, 2003, all Year of Allocation (YOA) 1997 of WtW funding ends and several subgrants with YOA 1999 funds also terminate.

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit final expenditure reports in electronic format (direct transmission) no later than close of business July 20, 2003. Subgrantees without access to the JTA system must submit signed final expenditure reports by mail or fax no later than close of business July 20, 2003. Faxed reports are to be directed to Martha Overman, WtW Financial Management Unit (FMU), at (916) 654-9586. All closeout expenditure reports, must be marked as such by indicating "C" in Section I, Line 6 of the WtW Summary of Expenditures report form and must be filed in JTA by August 20, 2003.

Any costs incurred for closeout activities must be reported by YOA and grant code, e.g. 800 and 805, on separate WtW Summary of Expenditures reports. To better assist the closeout reporting process, a list, which identifies the YOA and corresponding grant codes that ended on or prior to June 30, 2003, is provided below:

YOA	Grant Code
1997	800, 805
1999	801, 807, 808

Both 85 percent and 15 percent WtW Subgrantees are required to submit a hard copy closeout package in accordance with the instructions contained in the WtW Directive [WtWD02-3](#), WtW Grant Program Closeout Guide, dated March 8, 2002. This guide contains instructions and the required forms necessary to complete a hard copy closeout package. The closeout package must contain original signatures and be signed by the designated signatory authority approved to sign the subgrant/contract. Closeout documentation is due 60 days after June 30, 2003. All hard copy closeout documentation must be mailed or postmarked no later than August 29, 2003.

Closeout documentation for WtW funding must be mailed to:

Attention: Martha Overman
Welfare-to-Work Closeout Desk
Financial Management Unit, MIC 69
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Questions with regard to closeout issues or this bulletin should be directed to Martha Overman, at (916) 657-2744.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division